

WASHOE COUNTY
HEALTH DISTRICT
ENHANCING QUALITY OF LIFE

STAFF REPORT
BOARD MEETING DATE: March 22, 2016

CM/ACM JS
Finance DN
DA -
Risk Mgt. -
HR -
Other CH

DATE: March 1, 2016

TO: Board of County Commissioners

FROM: Erin Dixon, Fiscal Compliance Officer, 775-328-2419, edixon@washoecounty.us

THROUGH: Anna Heenan, Administrative Health Services Officer, 775-328-2417, aheenan@washoecounty.us

SUBJECT: Approve amendments totaling an increase of [\$18,182] to the AFDO - Community Outreach Grant, IO-11299; and if approved direct the Comptroller's office to make the appropriate budget adjustments (All Commission Districts)

SUMMARY

The Washoe Board of County Commissioners must approve amendments to the adopted fiscal year budget and direct the Comptroller's Office to make the appropriate budget adjustments.

The Environmental Health Services Division received an Award from AFDO on December 10, 2015 to educate permitted food facilities on recent changes to Food Regulations in Washoe County. The District Board of Health approved the award on February 25, 2016. A copy of the first page of the award letter is attached.

BCC Strategic Objective supported by this item: Safe, Secure and Healthy Communities.

PREVIOUS ACTION

There has been no previous action taken by the Board.

BACKGROUND/GRANT AWARD SUMMARY

Project/Program Name: Food Program Community Outreach

Scope of the Project: The Washoe County Health District adopted new retail food regulation in June 2015. Included in the regulations are Program Based HACCP Principles which will allow for inspections based on risk factors. In an effort to reach out to the food service industry and community changes in the inspection process, the Food Program received these grant funds to conduct a "What to Expect When You Are Inspected" campaign.

The campaign will include new guidance materials on inspection process including checklists and resources for operators, free workshops and trainings, Facebook and radio outreach, and updated website materials.

AGENDA ITEM # 694

Benefit to Washoe County Residents: Project will increase food safety awareness and compliance among licensed food operators in Washoe County.

On-Going Program Support: Grant will support a one-time project and ongoing funding is not necessary.

Award Amount: \$20,000
Grant Period: December 31, 2015 – August 31, 2016
Funding Source: United States Food and Drug Administration (FDA)
Pass Through Entity: Association of Food and Drug Officials (AFDO)
CFDA Number: 93.103
Grant ID Number: G-MP-1510-03283
Match Amount and Type: No match required

Sub-Awards and Contracts: No Sub-Awards are anticipated. The advertising contractor will be selected through WC Purchasing requirements.

FISCAL IMPACT

The FY16 budget did not include any funding for this grant. The total grant award is \$20,000 and a budget amendment in the amount of \$18,182 is necessary to bring the Award into alignment with the program budget. No amendment is necessary for indirect revenue and expenditures of \$1,818 which is 9.09% of the total award. Funds will be drawn down as reimbursement to expenditures.

Should the Board accept this grant award and approve these budget amendments, the adopted FY16 budget will be increased by \$18,182 in both revenue and expenditure in the following accounts:

<u>Account Number</u>	<u>Description</u>	<u>Amount of Increase/(Decrease)</u>
2002-IO-11299	-431100 Federal Revenue	\$18,182
	Total Revenue	\$18,182
2002-IO-11299	-710546 Advertising	\$18,182
	Total Expenditures	\$18,182

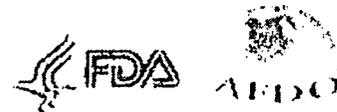
RECOMMENDATION

Staff recommends that the Board of County Commissioners approve amendments totaling an increase of \$18,182 to the AFDO - Community Outreach Grant, IO-11299; and if approved direct the Comptroller's office to make the appropriate budget adjustments

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be: "Move to approve amendments totaling an increase of \$18,182 to the AFDO - Community Outreach Grant, IO-11299; and if approved direct the Comptroller's office to make the appropriate budget adjustments"

VOLUNTARY NATIONAL RETAIL FOOD
REGULATORY PROGRAM STANDARDS
(RETAIL STANDARDS) GRANT PROGRAM



December 10, 2015

Grant Number: G-MP-1510-03283

Project Title: Washoe County Health District What to Expect When You're Inspected

Award Value: \$20,000.00

Project Period: December 31, 2015 to August 31, 2016

anthony macaluso
EHS Supervisor
washoe County health district
1001 east 9th street
reno, Nevada 89502

Dear anthony macaluso:

We have approved your application for Washoe County Health District What to Expect When You're Inspected as part of the Retail Standards Grant Program, funded by the United States Food and Drug Administration (FDA). Approval is based on review of the application submitted by you on behalf of washoe County health district to the Association of Food and Drug Officials (AFDO).

As part of your application your agency has made an assurance that it will comply with all applicable Federal statutes and regulations in effect during the grant period, including applicable parts of 45 CFR Parts 74 and 92. Acceptance of this award and/or any funds provided by the Retail Standards Grant Program acknowledges agreement with all of the terms and conditions in this award letter.

Your award is based on the above-title project application, submitted to and approved by AFDO, and is subject to the following terms and conditions:

- **The grantee must complete the full scope of work and all tasks outlined in the approved grant application by August 31, 2016 unless a written exception is granted by the AFDO Programmatic Point of Contact for this grant award.**
- **Any changes to the scope, tasks, deliverables, or expenses of this project must be approved in advance and in writing by the AFDO Programmatic Point of Contact prior to work being modified or completed.**
- The grantee must abide by the grant guidance for the program, available as a PDF file on the Retail Standards Grant Program portal at <http://afdo.org/retailstandards>. This portal is also the site where you can find additional information/updates regarding this grant program, and where you can log in for project status and submission of required reports.
- Per United States Department of Health and Human Services Grants Policy, expenses for food or beverage are generally not allowed unless it is part of a per diem allowance provided in conjunction with allowable travel.
- A Final Project Report must be submitted through the online grants portal no more than 45 days after August 31, 2016. As part of the final report, the grantee must provide a full accounting of all expenditures made with funds from this grant award, accompanied by the documentation specified in the reporting section of the grant guidance.
- As a reminder, recipients of funding through this program are required to assure that project activities achieve greater conformance with the FDA Voluntary National Retail Food Retail Program Standards, available at: http://afdo.org/fda_vnrfrps.